



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SOUTHEAST REGION OFFICE - INSTALLATION MANAGEMENT AGENCY
3511 NW 91st Avenue
MIAMI, FL 33122-1940

SOGM-CO

1 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison-Miami (USAG-M), Policy Memorandum
Number 12 - Common Core Training (CCT)

1. Purpose. To identify the training subjects designated for mandatory attendance by all service members and DoD employees in accordance with AR 350-41, Training in Units, 19 March 1993. A master list of mandatory CCT is enclosed. It also serves as guidance to personnel assigned and/or attached to USSOUTHCOM who request formal training quotas through the USAG-M Training Manager.
2. Applicability. This policy applies to all military and civilian personnel assigned and/or attached to USSOUTHCOM and USAG-M.
3. Policy. Directors and supervisors at all levels will ensure subordinate personnel attend mandatory training as scheduled.
4. Responsibilities
 - a. The USAG-M training coordinator will:
 - (1) Serve as the proponent for the CCT Program and attend weekly Garrison training meetings.
 - (2) Develop an effective training curriculum covering all CCT subject area, with the assistance of subject matter experts and SC directorate/special staff representatives.
 - (3) Ensure training is scheduled and published on the command calendar not later than 6 weeks from the scheduled event.
 - (4) Ensure training is planned, rehearsed, resourced and executed to standard.
 - b. Directors/special staff will:
 - (1) Appoint a training representative.
 - (2) Ensure service members and government employees attend all mandatory CCT.
 - (3) Conduct After Action Reviews (AAR) of required training.

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(4) Once approved on the command schedule, notify the USAG-M Training NCO of the scheduled event date and the corresponding time, place, and topic of the training to be conducted

(5) Ensure training is annotated on the command training schedule no later than 6 weeks from the scheduled event.

(6) Maintain records of attendance.

(7) Submit roster/AAR NLT five working days following the training event to the USAG-M Training NCOIC.

5. The point of contact for this policy is Mr. Torres, USAG-M Training Manager, at commercial (305) 437-2722, DSN 567-2722.

Encl


FRANCISCO J. PEDROZO
COL, USA
Garrison Commander

DISTIRIBUTION: E

Common Core Training (CCT)

USA	USAF	CIV	SUBJECT	PROPONENT	FREQUENCY
X	X	X	AT/FP Level 1 Training	FP NCO	Annual
X	X	X	Values	EO/EEO	Annual
X	X	X	OPSEC Briefing	SCJ2	Annual
X	X	X	EEO/Discrimination	EO/EEO	Annual
X	X		Substance Abuse Prevention Program	ADCO/ Clinic	Annual
X	X		Family Advocacy Troop Education Program	USAG/ FSC	Annual
X	X	X	Sexual Harassment Training	EO/EEO	Annual
X	X		Personal Financial Management Readiness Training (E-4 and below)	USAG/ FSC	Annual
X	X	X	Information Security	SCJ6	Annual
X	X	X	Hurricane Preparedness Training	USAG	Annual
X	X		Suicide Prevention	Chaplain	Annual
X	X		Physical Fitness Testing	Army Air Force	Semi-Annual Annual
X	X		Newcomers Orientation	USAG/FSC	Newly arrived
X	X	X	Ethics Training	CBT	Annual